

APPENDIX E-101 P

PROVISIONING CHANGE/INQUIRY DOCUMENT

1. PURPOSE

This procedure is applicable to chapter 39 and describes the preparation of Provisioning Change/Inquiry Documents, DIC ZR8, appendix B-101. The Provisioning Change/Inquiry document is originated within the DSC to obtain a printout of the Provisioning Requirements Record for a specific family number or to update elements of data in the Provisioning Requirements Record and in the SCF.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-101, Provisioning Change/Inquiry Document.
- b. Appendix E-101 V, Processing Provisioning Change/Inquiry Document Violations.
- c. Appendix F-106, Provisioning Requirements Listing - Reply to Inquiry.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The applicable Commodity Branch (IM) within the DSO is responsible for application of the procedures/process described by this appendix.

4. PROCEDURES/INSTRUCTIONS

The Provisioning Change/Inquiry Document is manually prepared by the DSO in the format prescribed by appendix B-101 on DLA Form 891, Transcript for Provisioning Change/Inquiry Document, and input to the computer for processing. Prior to preparation, an appendix F-106 should be obtained to determine exact entries for this transaction if the Action Code is GK, GM or GL.

- a. The computer validates prescribed entries and prepares violation notices for invalid entries. Violation notices are forwarded to the applicable Commodity Branch in the DSO for manual review and processing as described appendix E-101 V.
- b. Documents passing validity checks will process IAW the action code entered in pos. 79-80 as follows:
 - (1) GK - Add entry to Provisioning Requirements Record.
 - (2) GM - Replace entry in Provisioning Requirements Record.
 - (3) GL - Delete entry from Provisioning Requirements Record.
 - (4) GN - Print Provisioning Requirement Listing, Reply to Inquiry, appendix F-106, which portrays all data in the Provisioning Requirements Record for a specific family number.